

CLEMSON UNIVERSITY STAFF SENATE
March 8, 2016, 10:30 AM, 112 Kinard Laboratory of Physics

Agenda

- 1. Approval of Minutes**
- 2. Open Commentary**
- 3. President's Reports**
 - A. Other:**
 - 1. Human Resources**, Jim Kerr.
 - 2. Legislative Update**, Matt Bundrick. The South Carolina House Ways and Means Committee completed their work on the state budget on Thursday, February 25. Their version included a 1% cost of living pay increase for state employees. The Committee's version of the budget also funds the increase in the cost of health insurance and retirement contributions for state employees. The budget now goes to the full South Carolina House of Representatives for consideration which is scheduled for the week of March 21.
- 4. Treasurer's Report**, Julie Jones. Funds remaining in the operating budget as of March 7th are (a) Vending: \$4,983.24; (b) Staff Senate funds: \$2,794.13; (c) Travel: \$23.76; (d) SDP: \$1,663.42.
- 5. Committee Reports**
 - A. Standing Committees**
 - 1. Activities**, Roberta Balliet.
 - 2. Communications**, Julie Jones.
 - 3. Membership**, Deveraux Williams.
 - **Call for Officer Nominations** – Membership is accepting nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer for 2016-2017. The term is for one year. Officers are installed at the Annual Banquet in April. Nomination forms must be completed and returned before the start of the regularly scheduled Staff Senate meeting on March 8, 2016. Each candidate will have the opportunity to address the Senate at the March meeting. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 16, 2016. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee. Three nominations have been received as of March 7. Leigh Dodson for Vice President/President Elect, Leslie Doss for Treasurer, and Amanda Menefee for Treasurer.
 - The Senate welcomes new Senators: Beverly Lanier (PSA), Janine Sutter (Extension), Jeffrey Holliday, Sue Whorton, Holly Williams (Provost), Janay Whitesel (HHD), Meg Newton (CoES), Cody Price (Student Affairs), JoAnna Floyd (Research), and Savannah Wigington (School of Ed). Their first official meeting will be in May.
 - Returning Senators appointed/elected: Leslie Doss (Pres/BOT), Roberta Balliet (Athletics), Laura Clay (Student Affairs), Terri Vaughan (Advancement), and Mac Beville (Facilities).
 - Retiring Senators: Julia Lusk, Julie Jones, Matt Bundrick, and Hagan Walker.
 - New Senator Orientation is scheduled for April 26th from 11am-1pm.

4. Policy and Welfare, Terri Vaughan.

- **Stakeholder Policy Feedback** – OHR has provided the Senate with the Separation from Employment Policy for review and feedback. The Senate had an opportunity to review the policy and provide feedback. Policy and Welfare compiled comments received and submitted the Stakeholders' Feedback Form to OHR (Attachment).

5. Scholarship, Leslie Doss and Erin Thomas.

- **Staff Senate Spring Soirée** – Purchase your tickets [HERE](#) for the Spring Soirée. Our annual fundraising event will be a smashing success if all senators will commit to purchasing or selling a minimum of 5 tickets. Please feel free to forward this email to friends and family for ticket purchase. You may also purchase tickets offline by contacting Karon Donald, karond@clemson.edu, in the Staff Senate Office, 801 University Union. Also be sure to Like, Share and Invite on Facebook, <https://www.facebook.com/clemsonuniversitystaffsenatespringsoiree/>.

Staff Senate Spring Soirée

When: Friday, April 8, 2016

Where: The Fran Hanson Discovery Center, formerly the Wren House, in the South Carolina Botanical Garden. The SC Botanical Garden is located in Clemson, SC, on the east side of the Clemson University campus. The main entrance is located off Perimeter Road between Highway 76 and Cherry Road.

Schedule of Events:

Gates open at 5:00 p.m.

5:00 – 7:00 Enjoy entertainment by DJ Jeff Bright, tour the Bob Campbell Geology Museum and take a nature walk guided by Dr. David Bradshaw

5:30 – 7:30 BBQ served (included in the price of your ticket)

5:30 – 8:00 Bid on Silent Auction Items

6:30 – 8:30 Craft Beer and Wine Tasting

7:30 – 9:30 Enjoy live music by the Charles Wood Nitro Grass Band

8:30 – Auction Item Winner Announcements

B. University Committees

1. **Bookstore Advisory**, Amanda Menefee. The Bookstore Advisory Committee met on February 8th. Effective May 1, the only way faculty can electronically submit textbook requests will be through Faculty Enlight. If a department needs the PowerPoint on how to use the new program, please contact Sarah Rinker at srinker@clemson.edu. The bookstore is in a test program for textbook price matching. They will match Amazon warehouse, Chegg & B&N.com for the same book up to 7 days from the purchase date.
2. **President's Commission on the Status of Black Faculty and Staff**, Karon Donald. The Commission is holding an open forum on April 20th at 10:00 a.m. President Clements will be in attendance. Location to be announced.
3. **President's Commission on the Status of Women**, Tina White. Nominations for the Outstanding Women Awards has been extended to March 18th. The President's Commission on Women annually honors individuals who have made outstanding contributions to improve the status of women. Complete nomination packets for all awards must be submitted to the Women's Commission office in 127 Hardin Hall no later than 4:30 p.m. on Friday, March 18, 2016.
4. **Staff Development Program**, Tina White and Deveraux Williams. Clemson's Staff Development Program (SDP) is now accepting applications for the 2016-17 year. Staff members must be in a permanent, full-time position and have at least five years of university service to be eligible for the program.

The SDP allows for up to 25 staff members to complete 150 hours of professional development, personal development and university involvement/service activities; upon successful completion, participants will receive a permanent base salary increase. The program is one way the university works towards the objective of attracting, retaining and rewarding top people.

Participants work with their supervisors to develop a concrete list of goals and a plan on how they will achieve those goals that benefit both themselves and the university. Participants will have approximately 10 months to complete their 150 hours of documented activities. Salary increases for successfully completing the program will take effect in July 2017.

Applications must be turned in by 4:30 p.m. April 5. Participants will be selected by June 7. Three information sessions have been scheduled for people who would like to learn more about the SDP and the application process:

March 16, 10-11 a.m., 118 Academic Success Center
March 22, 12-1 p.m., 118 Academic Success Center
March 28, 12-1 p.m., 118 Academic Success Center

As space will be limited, admission to these workshops will be on a first-come, first-served basis. As electronic completion of the application form is preferred, workshop leaders will not be able to assist with completion of individual applications. Instead, the sessions will focus on elements that make a strong application to the SDP.

For more information on eligibility requirements and to download an application, go to <http://www.clemson.edu/sdp/eligibility.html> or email sdp-L@clemson.edu.

6. Unfinished Business

7. New Business

- 8. Announcements** – Please note the April 12th meeting has been moved to Tuesday, April 19th. The annual luncheon will follow the meeting on the 19th. Both the meeting and luncheon will be held at the Madren Conference Center. Additional information will be forthcoming.

9. Adjournment

Next Meeting: Tuesday, April 19, 2016, 10:30 a.m., Madren Conference Center

CLEMSON UNIVERSITY STAFF SENATE
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Minutes

Members Present: Phillip Addington, Roberta Balliet, Mac Bevill, Kelli Blankenship, Laura Clay, Leigh Dodson, Shelly Geer, Debra Goss, Wendy Howard, Adam Hunter, Jeff Kallin, Jan Lay, Rusty McDonald, Amanda Menefee, Aubrey Miller, Herb Parham, Rhonda Powell, Janeen Putman, Bindu Rangaraju, Andy Riggins, Lavonne Sloop, Joey Thames, Rebecca Trutwin, Terri Vaughan, Michelle Voyles, Hagan Walker, Tom Warnock, Tina White, and Deveraux Williams.

Members Absent: Matt Bundrick, Leslie Doss, Billy Edwards, Dan Hofmann, Julie Jones, Jeff Leyh, Julia Lusk, Sarah Reeves, Tom Taylor, and Erin Thomas.

Guests: Amber Porter, Ursula Jo Walker, and Tom Ward.

1. **Approval of Minutes** Tom Warnock moved to approve the minutes from the February 9, 2016 Staff Senate meeting as written. Terri Vaughan seconded the motion and the vote was unanimous. The minutes were approved.

2. **President's Reports**

- A. **Other:**

1. **Legislative Update**, Matt Bundrick. The South Carolina House Ways and Means Committee completed their work on the state budget on Thursday, February 25. Their version included a 1% cost of living pay increase for state employees. The Committee's version of the budget also funds the increase in the cost of health insurance and retirement contributions for state employees. The budget now goes to the full South Carolina House of Representatives for consideration which is scheduled for the week of March 21.

3. **Treasurer's Report**, Julie Jones. Funds remaining in the operating budget as of March 7th are (a) Vending: \$4,983.24; (b) Staff Senate funds: \$2,794.13; (c) Travel: \$23.76; (d) SDP: \$1,663.42.

4. **Committee Reports**

- A. **Standing Committees**

1. **Activities**, Roberta Balliet. Have a meeting set up for the Botanical Gardens for May but trying to change the date to June. Going forward, not a lot of feedback from Paw Pantry is leading the committee to switching their efforts back to the Backpack program. The committee is also looking into organizing a meeting at the Watt Family Innovation Center.
 2. **Communications**, Julie Jones. No report.
 3. **Membership**, Deveraux Williams.
 - **Call for Officer Nominations** – Membership is accepting nominations for the offices of Vice President (President-Elect), Secretary, and Treasurer for 2016-2017. The term is for one year. Officers are installed at the Annual Banquet in April. Nomination forms must be completed and returned before the start of the regularly scheduled Staff Senate meeting on March 8, 2016. Each candidate will have the opportunity to address the Senate at the March meeting. Voting will be conducted after the meeting in an online ballot. Elections will close at noon on March 16, 2016. The Executive Committee and Candidates will be notified of the results after they have been confirmed by the Membership Committee. Three nominations have been

received as of March 7. Leigh Dodson for Vice President/President Elect, Leslie Doss for Treasurer, and Amanda Menefee for Secretary.

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 - Retiring Senators: Julia Lusk, Julie Jones, Matt Bundrick, and Hagan Walker.
 - New Senator Orientation is scheduled for April 26th from 11am-1pm.
4. **Policy and Welfare**, Terri Vaughan. 1) P&W has been asked to look into policies regarding TLPs and their status as employees at Clemson University. Laura Clay asked the senate/the P&W committee if they have heard anything regarding a rumor that the University is moving toward a Once-Monthly paycheck. No senators had specifically heard of this but the committee will look into it. 2) OHR has provided the Senate with the Separation from Employment Policy for review and feedback. The Senate had an opportunity to review the policy and provide feedback. Policy and Welfare compiled comments received and submitted the Stakeholders' Feedback Form to OHR (Attachment).
5. **Scholarship**, Leslie Doss and Erin Thomas. Purchase your tickets [HERE](#) for the Spring Soirée. Our annual fundraising event will be a smashing success if all senators will commit to purchasing or selling a minimum of 5 tickets. Please feel free to forward this email to friends and family for ticket purchase. You may also purchase tickets offline by contacting Karon Donald, karond@clemson.edu, in the Staff Senate Office, 801 University Union. Also be sure to Like, Share and Invite on Facebook, <https://www.facebook.com/clemsonuniversitystaffsenatespringsoiree/>.

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successful completion, participants will receive a permanent base salary increase. The program is one way the university works towards the objective of attracting, retaining and rewarding top people.

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5. **Unfinished Business:** None.
6. **New Business:** None.
7. **Announcements** – Please note the April 12th meeting has been moved to Tuesday, April 19th. The annual luncheon will follow the meeting on the 19th. Both the meeting and luncheon will be held at the Madren Conference Center. Additional information will be forthcoming.
8. **Adjournment** There being no further business to discuss, the meeting adjourned for the planetarium presentation.

Next Meeting: Tuesday, April 19, 2016, 10:30 a.m., Madren Conference Center

Staff Development Program

The Mid-Program Review for the Fiscal Year 2016 class of SDP participants has just concluded, with excellent progress made and every participant seeming to be on course for successful completion of the program. These reviews help to ensure that participants are on track for success and pertains to the guidelines and values encouraged by the program itself: growth on a personal, professional, and communal level.

Collaboration

The Staff and Faculty Senates plan to meet with the leadership of the Graduate and Undergraduate Student Senates on January 20th to collaborate on an even more institutionally wide scale. *(I will prepare an addendum to my report after this meeting for the final BOT report.)*

Staff Senate Scholarship

The Staff Senate will be holding this year's primary fundraiser event for the Staff Senate Scholarship Fund by hosting ***the Staff Senate Spring Soiree*** on **Friday, April 8, 2016** at the Wren House in the Botanical Gardens. The event will begin at 5:00 p.m. offering Geology Museum tours and scavenger hunt, Nature Walk, BBQ and entertainment by DJ Jeff Bright and the Charles Wood Band. Ticket prices are \$15 for adults; \$10.00 for students with a valid ID; \$5.00 ages 11-18; and no charge for children under 10. Ticket sales will cover event entry, refreshments, and entertainment.

We will also hold a silent auction. The auction is where we are hoping to raise the most money for the scholarship fund.

All proceeds from this event go directly into the Staff Senate Scholarship Fund, which awards 12 scholarships to children of staff members. Past events have received tremendous support from surrounding area businesses, and we greatly appreciate any contribution/donation.

I would be remiss if I didn't take this opportunity to thank all of you that donate to our staff senate scholarship fund. Because of the generous support from staff and faculty as well as through our fundraising efforts, we are able to give 12 scholarships once a year at \$1500 each to the children of our staff members. This program has been going strong for 26 years and we have been able to help so many students and especially their families. We are truly grateful to all of our donors for their support.

Campus Involvement/Education

There has been an ongoing movement within Student Affairs to offer an on-campus food bank for our students. The Senate wanted to help and grow this program to include staff in the future. The student leaders have developed a solid program to start this semester and we are helping in any way asked. From securing office furniture, shelving, etc. to asking for donations. This is a much need program that Clemson has needed. There is potential here to help anyone who is a part of Clemson with his or her food needs.

Staff Accomplishments

Continuing along with Clemson's exceptional staff contributions, Jane Riese, an associate director of Safe and Humane Schools in Clemson's Institute on Family and Neighborhood Life, recently participated in "Protecting Children from Bullying", a United Nations event that brought together UN officials, bullying prevention experts, and child advocates alike. Riese talked about some effective methods in bullying prevention and plans to work with other nations on a report that will be presented during the UN's 71st session this year on bullying prevention across the globe.

We are so proud that the local, and national, organizations outside of Clemson recognize the wonderful accomplishments and expertise of the staff that we have here.

Submitted by: Tina White, Staff Senate President

www.clemson.edu/staffsenate

For Immediate Release

January 14, 2016

Contact: Clare Morris

803.413.6808 or clare@claremorrisagency.com

PRESS RELEASE: SC legislative initiative would give state workers cost-of-living increase

State budget proposal announced today, effort has bipartisan support backed by Senators Courson and Jackson.

Too many state employees can't afford to live. That was the resounding message at a press conference held today at the SC Statehouse.

The purpose of the event, organized by the S.C. State Employees Association (SCSEA), was to announce a state budget proposal, championed by Senators John Courson (R-Richland) and Darrell Jackson (D-Richland), that would give all state employees a five percent cost-of-living pay increase beginning in fiscal year 2016-17. Several legislators serving on the S.C. Senate Finance Committee, as well as the SCSEA executive committee and board of directors were on hand to announce the effort.

"State employees' salaries in South Carolina have not kept pace with the rising costs of health care, insurance, food and other necessities. Many of them simply are not being paid a living wage," said SCSEA Executive Director Carlton Washington.

Washington notes that 75 percent of state employees currently make less than \$40,000 per year, not enough to secure a modest standard of living when factoring in housing, child care, transportation, taxes and other necessities. The annual budget for one parent and one child to live a "modest standard" in the Columbia, SC area, for example, based on the Economic Institute Family Budget Calculator is \$43,694. More than 26,000 state employees fall below that level. Many of these employees have 12 to 15 years of service to the state.

State employees in South Carolina are at the bottom of the barrel when it comes to pay, ranking in the bottom 10 states nationally for average state employee salary, according to the U.S. Bureau of Labor Statistics.

“While wages have not been keeping pace with rising costs, state workers have had to pay more for retirement, health insurance premiums, and federal taxes, while also facing layoffs and furloughs. Many are working for less now than when they first started,” Washington said. He cites as an example the position of probation and parole officer in South Carolina, a critical job that requires a college degree. “Being a parole officer starts at around \$26,000 per year. With that salary, there is no way to pay any school loans and support a family.” Senator Jackson, a primary supporter of the budget proposal, said state agencies face difficulties retaining employees because workers can earn dramatically more in the private sector or with county or municipal governments.

“With the current pay structure, it’s very difficult to retain quality employees in state government. Many workers are leaving for private-sector jobs, where they can make about 15 percent more to support their families,” Jackson said. “The state needs to start paying public employees more competitive salaries.”

Senator Courson, who has spearheaded the budget proposal and spoke at today’s event, said that during the economic downturn and as part of legislative efforts to streamline government, state employees across all sectors were asked to do more with less. He said he often hears of state employees taking on the jobs of three or four former colleagues with no pay increase.

This challenge is additionally complicated by South Carolina’s remarkable population growth. South Carolina is the nation’s 10th-fastest-growing state, increasing in population from 3.5 million in 1995 to just less than 5 million currently. Compared to 1995, South Carolina has more than 10,000 fewer state employees today.

“This year, as \$1.2 billion in additional revenue is projected in our state, it’s time to fairly compensate our state employees for meeting the challenge of doing more with less,” Courson said.

Senators Courson and Jackson are members of the Senate Finance Committee. At today's press conference, they announced plans to include the across-the-board pay increase for S.C. employees in the 2016-17 state budget. If the measure passes the Senate Finance Committee, it would move to the full Senate for debate. Washington said that he believes the House of Representatives members are interested in treating state employees fairly as well.

"South Carolina's employees are essential to our continued health and economic vitality as a state. The only way to attract and retain a quality workforce is by paying a living wage, so state employees can afford to support their families," said Washington. "In this season of economic growth, I would encourage our elected officials to examine what we need to do to maintain qualified, skilled state employees and to support this effort to give state workers a cost-of-living increase."

For video footage of today's press conference, please go to

https://youtu.be/UP7qCtJ_d-w

About the SCSEA

The South Carolina State Employees Association (SCSEA) is a non-profit, non-partisan organization established to advance the welfare of state employees and retirees and to promote efficiency in the administration of the business affairs and public services of state government. For more information, please visit www.scsea.com.

Benefits Updates

Lisa Gagnon, Benefits Manager

February 9, 2016

2016 Benefits Update

Health Insurance

General Information

Open Enrollment changes are now reflected on employee paychecks

New Member ID Cards

- State Health Plan
- Express-Scripts

2016 Insurance Benefits Guides Available

- Hardcopy available through OHR
- Online version at www.peba.sc.gov

2016 Benefits Update

Health Insurance

Flexible Spending Accounts

Medical Spending Account (MSA)

- March 15, 2016 to accrue expenses under your 2015 plan
- March 31, 2016 to file claims

Exception: Enrolled in the high deductible plan for 2015

Dependent Care Spending Account (DCSA)

- December 31, 2015 to accrue expenses under your 2015 plan
- March 31, 2016 to file claims

2016 Benefits Update

Health Insurance

Flexible Spending Accounts

Health Savings Account (HSA)

- Plan rolls over each year
- No deadline for accruing expenses or filing claims
- If enrolled in a high deductible plan, can enroll in an HSA at anytime
- Can begin, change, or stop contributions at anytime
- Must stop contributions if move to a non-high deductible plan, but account remains open and still eligible to file claims for reimbursement

2016 Benefits Update

Health Insurance

PEBA Perks has expanded

- Diabetes education
- Preventive worksite screening
- Colonoscopy
- Adult vaccinations
- Flu vaccine
- No-Pay Copay
- Tobacco cessation

2016 Benefits Update

Clemson is Tobacco Free

Tobacco Cessation Programs Provided by OHR

- Quit for Life Program - Take a fresh approach to quitting tobacco with the Quit For Life® Program
 - available at no charge to State Health Plan subscribers, their covered spouses and covered dependents age 13 or older
- Employee Assistance Program (Deer Oaks)
 - available to all employees

2016 Benefits Update

IRS Tax Form 1095-C

Provided to employees **eligible** for state medical insurance coverage in the 2015 plan year

Being **mailed** by March 31st IRS deadline

Copy forwarded to the IRS

1095-C **Employer-Provided Health Insurance Offer and Coverage** ☐ VOID ☐ CORRECTED **2015**

Form 1095-C
Department of the Treasury
Internal Revenue Service

► Information about Form 1095-C and its separate instructions is at www.irs.gov/1095c.

Part I Employee

1 Name of employee
2 Social security number (SSN)
3 Street address (including apartment no.)
4 City or town
5 State or province
6 Country and ZIP or foreign postal code

Applicable Large Employer Member (Employer)

7 Name of employer
8 Employer identification number (EIN)
9 Street address (including room or suite no.)
10 Contact telephone number
11 City or town
12 State or province
13 Country and ZIP or foreign postal code

Part II Employee Offer and Coverage

14 Offer of Coverage (enter required code)
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage
16 Applicable Section 408(a) Safe Harbor (enter code, if applicable)

	All 12 Months	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
14													
15	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16													

Part III Covered Individuals

If Employer provided self-insured coverage, check the box and enter the information for each covered individual. ☐

(a) Name of covered individual(s)	(b) SSN	(c) DOB (if SSN is not available)	(d) Covered all 12 months	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 60705M Form 1095-C (2015)

2016 Benefits Update

IRS Tax Form 1095-C

Purpose of the form:

- A tool for completing 2015 federal taxes
- Proof of state insurance **offer** from Clemson
- Proof of medical insurance **enrollment** for the employee and covered dependents
- Informs IRS of covered individuals

2016 Benefits Update

IRS Tax Form 1095-C

Resources

- OHR website provides additional information

www.clemson.edu/employment

- IRS website

www.irs.gov/

- Personal tax advisor

1095-C Employer-Provided Health Insurance Offer and Coverage ☐ VOID ☐ CORRECTED **2015**

Department of the Treasury
Internal Revenue Service

Information about Form 1095-C and its separate instructions is at www.irs.gov/1095c.

Part I Employee

1. Name of employee

2. Social security number (SSN)

3. Street address (including apartment no.)

4. City or town

5. State or province

6. Country and ZIP or foreign postal code

Part II Applicable Large Employer Member (Employee)

7. Name of employer

8. Employer identification number (EIN)

9. Street address (including room or suite no.)

10. City or town

11. State or province

12. Country and ZIP or foreign postal code

Part III Employee Offer and Coverage

13. Offer of coverage (check one)

14. Employee's election (check one)

15. Employee's election (check one)

16. Employee's election (check one)

17. Employee's election (check one)

18. Employee's election (check one)

19. Employee's election (check one)

20. Employee's election (check one)

21. Employee's election (check one)

22. Employee's election (check one)

Part IV Covered Individuals

23. If Employer provided self-insured coverage, check the box and enter the information for each covered individual.

(a) Name of covered individual	(b) SSN	(c) Date of birth (MM/DD/YYYY)	(d) Covered (if not available)	(e) Months of Coverage											
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
17				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions.

OMB No. 1545-0047 Form 1095-C (2015)

2016 Benefits Update

Retirement

State Optional Retirement Program (State ORP)

Open Enrollment Period

- January 1 to March 1
- State ORP participants can:
 - *Change investment providers*
 - *Irrevocable switch to the SCRS plan, if eligible*
- State ORP participants were emailed information
- If an employee elects to make no changes to an existing State ORP, no action is needed.

2016 Benefits Update

Retirement

Supplemental Retirement Programs (SRP)

401k, 403b, 457b

- All Clemson employees (excluding students) are eligible to participate in a supplemental retirement program.
- Elect to defer a pre-tax portion of pay into an account to supplement retirement savings.
- Enrollment, changes, or cancellations can be made anytime.
- Employees age 50 or older may contribute additional funds.
- List of participating company's available on OHR website.

2016 Benefits Update

Retirement

New Financial Literacy Series

- OHR partnering with South Carolina Retirement System to offer no-cost personal finance education
- Elaborate on key topics like:
 - personal finance and debt management
 - budgeting
 - investments planning
 - retirement planning
 - risk management

2016 Benefits Update

Retirement

New Financial Literacy Series

- Five to seven unique seminars offered per semester
- Seminars offered twice per day
- Currently offered on Fridays in the Academic Success Center
- Employees register online through HR Training site

2016 Benefits Update

Retirement

February 19th

Planning for Financial Security

March 4th

Money at Work #1 - Foundations of Investing

March 25th

Financial Planning as a Millennial

April 1st

The Impacts of Good Credit

April 29th

Money at Work #2 – Sharpening Investment Skills



Policy development: Stakeholders' Feedback

(Please complete Section II and return this form via email to ORHPG@clemson.edu on or before the due date noted below.)

Section I: Policy Information

Policy: Separation from Employment Policy

☒ **New Policy** ☐ **Policy Revision**

Main driver(s): (Major factor(s) behind this policy/policy change)

The Separation from Employment Policy is a comprehensive policy that addresses all types of separation from employment with the University. This policy will take the place of some existing policies (Terminations and Resignations, Retirement and Terminal or Severance Pay) and address separations not yet covered by existing policy.

The main drivers include 1) definitions for each type of separation that are consistent across the University, 2) defined roles and responsibilities, 3) better understanding of turnover, 4) enhanced communication for timely processing of separations, 5) a stronger foundation for succession planning, 6) increased clarity and 7) assured compliance with federal and state laws, guidelines and regulations and University policies.

Date Submitted to Stakeholders: February 2, 2016

Feedback Due Date: February 23, 2016

Section II: Stakeholder Feedback (To be filled out by the stakeholder or group stakeholder representative)

Date Submitted: Click here to enter a date.

Stakeholder(s): Click here to enter text.

Submitted by: Click here to enter text.

Email: Click here to enter text.

Telephone: Click here to enter text.

Support: Please convey any aspects of this policy draft that you support:

[Click here to enter text.](#)

Concerns: Please discuss any specific concerns you/your group have about this policy draft and the impact it may have on the University community.

[Click here to enter text.](#)

Recommendations: Please convey any recommendations regarding this policy draft.

[Click here to enter text.](#)

Other Comments:

[Click here to enter text.](#)

Meeting Request:

☐ Yes, I would like to meet with a representative of the OHR unit responsible for developing this policy.